

## **Message from the Clerk On Behalf of Session**

It has recently been suggested that, as we enter a new calendar year, information regarding the use of our buildings and facilities should be shared with our congregation. The below information was approved by session in December 2016 and remains in effect at this time for members and groups within the church as well as community groups outside the church who have an interest in using our facilities. Copies of request forms for use of the building and facilities are posted on our church website and available for download/print or you may contact the church office for a copy.

# **ROUND ROCK PRESBYTERIAN CHURCH**

## **Facilities Use Policies & Procedures**

### **Church Mission and Use of Its Resources**

In response to God's love as revealed in Jesus Christ, we love him and others by:

- ✓ Worshiping God, hearing his Word, speaking with him through prayer, praising him in song, and commemorating in the sacraments the reality of God's grace.
- ✓ Nurturing our spiritual growth by studying God's Word and fostering a better understanding of our beliefs through educational programs.
- ✓ Uniting in caring discipleship, upholding each other in Christ.
- ✓ Serving as Christ served by determining and ministering to the needs of our church and community and to those we meet each day.
- ✓ Sharing the good news of Jesus Christ by witnessing to his presence in our lives.
- ✓ Giving our lives, possessions, time, and talents to the glory of God in gratitude for his endless blessings.

### **General Policies Summary**

1. All activities and usage require *Session* approval. Listing on the church calendar maintained by the Church Administrator does not imply Session approval.
2. The Session authorizes the Church Administrator to approve facilities, equipment, and property for use if individuals or groups were previously approved by the Session.
3. As the church home of members who have made it such, the facilities and staff are available to them. A wedding policy guideline brochure is available through the church office or on the church website. There is no facilities charge for members. Custodial, utility, & event coordinator fees at approximate cost are shown in the Facility Fee Schedule (page 3) for member's consideration as a gift to help defray church expenses.
3. The communion Table and Baptismal Font shall not be removed nor used to display decorations.
4. Alcoholic beverages, firearms (exception: licensed Peace Officers) & illegal drugs are not allowed on church property.
5. Smoking is not permitted inside any church building or within 150 feet of any building.
6. When monitoring an activity, the Events Coordinator will confirm that the Checklist for Building Use is completed before facility users depart the property.
7. Facilities are available on a first come/first served basis. Although member activities take precedence over non-member activities, once approved by Session, the using party has a confirmed reservation.
8. As a general guideline, the only events held in the Sanctuary will be worship services, weddings and funerals/memorial services. Recitals, ceremonies, and other special functions will be approved for the Sanctuary by the Session on a case-by-case basis. Also, after Session approval, the Fellowship Hall and Christian Education Building can be utilized for other activities of a social, political or group nature.

9. Church property shall not be used for any moneymaking purposes except by special approval of the Session.

### **Qualification for Use of Church Facilities**

#### **Member Groups**

Priority for the use of facilities shall be given by the Session to active members and organized groups that are part of the ministry, organization, or sponsored activities of the church as follows:

- a. Church sponsored committees, councils, groups and programs.
- b. Appropriate religious functions for members.
- c. Other charitable organizations as sponsored by members.

#### **Non-member Groups**

The facilities and equipment of RRPC will be made available only to non-member groups meeting the following qualifications with the approval of the Session. Groups whose general objectives are in harmony with the principles and mission of RRPC (i.e. uses for religious, educational, cultural, or civic in nature).

- a. Groups willing and able to take responsibility for their activities and for the facilities and equipment which they wish to use and are willing to abide by the rules of conduct stated herein.
- b. Non-member groups/organizations activities approved by the Session will be coordinated by an Events coordinator.

### **Operations**

#### 1. Building Access

Keys may be assigned on a continuing basis to the following:

- a. Members of the Church Staff
- b. Clerk of the Session
- c. Treasurer
- d. Chair of the Church Property & Maintenance Committee (and other members of that committee designated by the Chair).
- e. Chairpersons of committees who have need.
- f. Youth leaders

(All others having only a temporary need of a key should obtain one on a limited assignment from the church office.)

The Church Administrator shall be responsible for maintaining a record of the keys issued and dispensing them to the proper persons upon notification by the Chair of the P & M committee.

#### 2. Building Hours

Facilities are available between 9:00 a.m. – 10:00 p.m. Use outside these hours must be approved by the Events Coordinator/Church Administrator (as approved by the Session).

#### 3. Scheduling of Meetings or Events

Meeting or event scheduling will be handled through the church office by the Events Coordinator and/or the Church Administrator. Office hours are 9:00am – 5:00pm Monday through Friday. Scheduling requests must be made on an *Event Request* form.

#### 4. Reservation Request

- a. For all activities, an *Event Request* form will be completed and returned to the office for approval/review and filing. The *Request* form may be used for a series of dates. Each group using the building must designate a contact person to work with the Events Coordinator or

- Church Administrator for opening and closing the building. This person must assume responsibility for seeing that all facilities used, including the kitchen, are clean and in order or that arrangements have been made with the Events Coordinator or Church Administrator for janitorial services.
- b. When a reservations request is made, a copy of the *Facilities Use- Policies & Procedures* and an *Event Request Form* shall be given or sent by RRPC to requesting group. The event will be put on the church calendar when the request is made, pending final approval. Final approval requires approval by the Session, Events Coordinator or Church Administrator (as applicable), payment of all fees with security deposit, and a signed *Request* form.
5. Insurance  
There are risks connected with activities. RRPC is not responsible for injury to participants not covered under church policies.

Paul Jordan  
Clerk of Session